AASB Conference 2018
Experienced Board Member Academy

Presenters:

John Conwell, Superintendent,
Unalaska City School District

Holly Holman, retired Business Manager,
Unalaska City School District
Board’s Role in Finance

Described in:

- State Law
- District Policies
- School Board Standards
Budget Timeline

- Project Enrollment for FY 18 to State DEED by 11/7/2016
- School Board Forms Budget Committee October – December 2016
- Budget Committee meeting January – February 2017
- Teacher Contracts for FY 18 Issued (February 2017)
- School Board Meeting – Presentation of Budget early March 2017
- School Board Adopts Budget late March 2017
- Present to City Council April 2017
- City Council Budget Resolution 2017
- City Council votes on Budget Ordinance June 2017
- FY 18 Begins 7/1/2017
- 20 Day Count Period – October 2017
- Actual Enrollment for FY 18 to State DEED by early November 2017
- State Revenue Calculated & Confirmed with DEED November 2017
- School Board Revises Budget November 2017 and May 2018
- FY 18 ends 6/30/2018
- FY 18 Audit accepted by School Board October 2018
Finance Elements

- Budget Cycle
- Monitor Budget – Budget Revisions/Monthly Financials
- Audit
Budget Process

- A “Tool” that represents the financial picture of the school district
- Normally based on past performance, but provides planning for the future
- Vital document that expresses goals and priorities for the coming year
- Public relations document that tells the public the school story in dollars and cents
- Based on the best information at the time of development
- Variances from the original are expected and normal!
EXPERIENCED SCHOOL BOARD MEMBERS—WHAT ARE COMMON QUESTIONS YOU USUALLY ASK ABOUT THE BUDGET?
Financial Reports/Budget Revisions

- Monthly Reports to the Board – these vary from district to district in format
- Shows monthly and year-to-date revenues and expenditures
- These reports are snapshots in time – timing of expenditures and revenues is not always even
- Budget Revisions are usually twice a year
EXPERIENCED SCHOOL BOARD MEMBERS– WHAT ARE COMMON QUESTIONS YOU USUALLY ASK ABOUT THE FINANCIALS AND/OR BUDGET REVISIONS?
Annual Audit

- Budget to Actual for:
  - General Fund
  - Special Revenue Funds
  - Capital Project Funds
- Management Letter
- Fund Balance
- What you have been seeing every month with the financials, but compiled differently
EXPERIENCED SCHOOL BOARD MEMBERS – WHAT ARE COMMON QUESTIONS YOU USUALLY ASK ABOUT THE AUDIT?